

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
October 24, 2019**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Lt. Calhoun called the meeting to order at approximately 10:07 A.M.

BOM MEMBERS

Lieutenant Frederick Calhoun	NCCPD
Marianne Kennedy	JP Court
Marian Bhate	ODS
Lisa Greene	Family Court
Secretary James Collins	DTI
Elmer Setting	AOC
Gregory Patterson	DOJ
Carrie Hyla	DYRS

STAFF

Earl McCloskey	DELJIS
Mary Hansen	DELJIS
Michael Kelly	DELJIS
Lisa Morris	DAG
Alyssa Huenke	DELJIS
Jennifer Simpson	DELJIS

PUBLIC AND NON-VOTING PARTIES

Chris McGonigle
Lynda Rutter
Donald Bluestein

I. REVIEW AND APPORVAL OF SEPTEMBER MEETING MINUTES

Ms. Bhate made a motion to approve the September Board of Managers meeting minutes. Mr. Setting seconded the motion. All in favor, motion carried.

II. HEARINGS

A motion was made by Ms. Bhate to enter Executive Session pursuant to 29 Delaware code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (1)(3)(5)(6)(9) and seconded by Mr. Patterson. All in favor, motion carried.

- Case 20160760 – Ms. Bhate made a motion to approve DELJIS access with conditions of attending training and recording activity logs for a period of six months. Mr. Setting seconded the motion. All in favor, motion carried.

III. DELJIS ACCESS APPLICATIONS

- Facilities Management, OMB – DAG Morris advised that the Office of Management and Budget Facilities Management is charged within Delaware Code to conduct an administrative review of asbestos related complaints. The DAG for OMB asked DAG Morris how they could go about reviewing those investigative files to the extent that reports could contain arrest records or criminal history records. DNREC declined to share the records since DELJIS information may be present. DAG Morris examined the statute and advised Facilities Management to fill out an application for DELJIS access. Primarily, there will be two individuals who will be looking at these to the extent that they must pull a business license to revoke or suspend. The reports may be forwarded to the Secretary and if that is the case, Facilities Management will submit appropriate paperwork for the individual's access. All access will be indirect to review the

investigative materials that DNREC has which may include DELJIS information.

Mr. Patterson made a motion to approve and grant access. Ms. Bhate seconded the motion. All in favor, motion carried.

- Social Causes of Arrest and Criminal Processing Report – Mr. McCloskey explained that the Administrative Office of the Courts (AOC) had some data from data sharing agreement that was prior to the rule that was just instituted with data being on a case by case basis. The report was part two of a pre-existing project but was not necessarily conducted pursuant to an agreement. Mr. McCloskey advised he wanted to bring the report before the Board to approve for publication because old data was used from a previous project and the report writers were unaware this technically fell outside of the scope of the original agreement. Typically, the University of Delaware is provided information for a research project under a specific purpose and then they must get rid of the data and not to be used in other projects unless it is re-vetted. DAG Morris added that the agreement for the original study was with the University of Pennsylvania, but the authors are now with the University of Delaware, so a new agreement should have been signed. DELJIS has been working with Ashley at the AOC, a staff attorney, who has been keeping us aware of all the details. Mr. McCloskey advised that no identifiable data was entered in the report. All parties now understand each project must be approved by the Executive Director. Ms. Bhate made a motion to approve the publication of the Social Causes of Arrest and Criminal Processing Report. Mr. Patterson seconded the motion. Seven in favor, one abstention. Motion carried.

IV. OLD BUSINESS

- Automated Usage Statistics – Mr. McCloskey referenced Attachment C in the meeting handouts and, in the interest of time, advised the attendees to review at their leisure.
- Project Status Report – Mr. McCloskey explains that the project status is full. We are getting new requests every day. Mr. McCloskey provided detailed updates of the following:
 - i. LEISS – Secretary Collins inquired about the status of LEISS.Net to which Mr. McCloskey confirms that LEISS.Net is done and DELJIS is currently on LEISS 4.0 moving on to LEISS 5.0 and will be seamless for the user.
 - ii. DACS – Mr. McCloskey mentioned the recent uptick in requests from the Department of Corrections (DOC) to assist in creating additional Delaware Automated Corrections System (DACS) interfaces for court sentencing orders.
 - iii. Expungements – Mr. McCloskey stated we are working on creating a search that will give a preliminary answer as to whether someone is eligible for their charge to be expunged. As to who will be able to run this search, State Bureau of Identification (SBI) is top consideration. System will run a validation check against their criminal history to see if they are even eligible in the first place. That does not account for anything out of state so SBI would have to run a separate NCIC check.
 - iv. Elections Web Service – Secretary Collins inquired about their modernization project. Mr. McCloskey stated they went live and are working as intended. However, we still have the authentication issue, but Elections was given a deadline to do the programming on their side to authenticate the user without having to ask for their logs that might be on their application.
 - v. Drug Intervention Notices – Mr. McCloskey stated overdose notifications went live on September 10, 2019 and are going very well. There have been 324 notifications to Substance Abuse and Mental Health. They were able to reach out or attempt to reach out to most of the individuals. This has morphed into another request because they want to buy a software called Open Lattice and there might be some interfacing with crime data.
 - vi. Initial Presentment – Mr. McCloskey explained it is part of the Risk Assessment Tool process for incarceration. DELJIS recently received some changes to modify the existing software that is already programmed for the initial presentment form. Police officers will have to do a written

statement requesting and swearing to an affidavit explaining to the judge why that person should be incarcerated.

V. NEW BUSINESS

- Demonstration – Secretary Collins requested a demonstration of DELJIS applications during a future Board meeting in Executive Session. Mr. McCloskey agrees that it is a good idea and let him know when they would like to do so. A suggestion was made for the next short meeting.
- DTI RFP re: Mainframe DB Cloud Solution – Mr. McCloskey made a comment asking whether the mainframe can be replaced or moved to the cloud. DTI is looking at two solutions. Moving the mainframe as a service to the cloud to something like a Microsoft supported cloud. There was an RFP that went out sometime in August that would mean moving the existing mainframe to a cloud somewhere else. Modernization would mean it would be converted or re-written to a SQL backbone. This will be a very extensive project. There is currently no COOP provision for the RFP. Secretary Collins comments that an assessment was completed and discusses the costs of maintaining the mainframe. Discussion about continuity of operations if a super crash were to happen when converted to the cloud.
- DTI Mainframe Applications Assessment Using MS Vendor “Modern Technologies” – Mr. McCloskey commented that DTI is working with a third-party vendor Modern Technologies to do a deep assessment of mainframe applications.
- Mr. McCloskey moved the next Board of Managers meeting to Wednesday, November 20, 2019 at 10:00 AM due to Public Budget Hearing on previously scheduled date.

VI. PUBLIC COMMENT

There was no public comment.

VII. ADJOURNMENT

A motion was made by Ms. Bhate to adjourn the meeting at approximately 11:38 a.m. The motion was seconded by Mr. Setting. All in favor, motion carried.